

The Team Concept—Working With Your EDNET Hub and LSR*

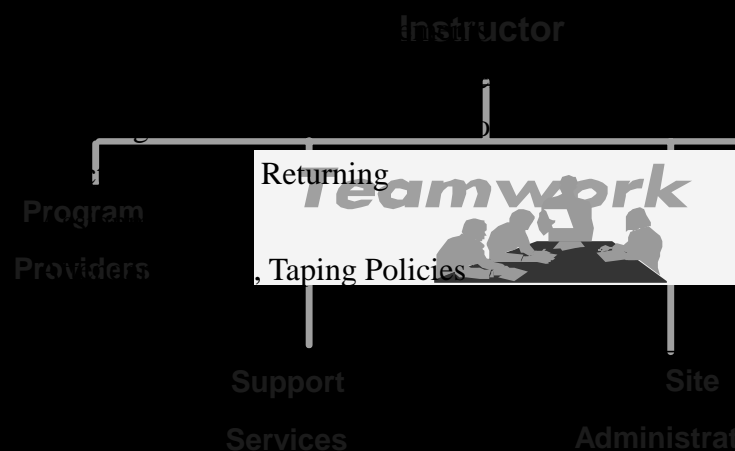
The instructor is the team leader of the EDNET program being originated. The local site facilitator should work closely with the instructor as a key member of the learning team. This process continues all year long, with all members of the learning team taking an active role in delivery and support.



- * Hub/TOC Support
- * UEN LSR (Local Service Representative)
- * UEN Technical Training Support
- * USOE Faculty Training Support
- * District Support, Curriculum Specialist

* LSR--EDNET Local Service Representative

Distance Learning Teamwork



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The role of EDNET facilitators in your classes:

1. They are there as part of the learning team.
2. They have been trained to operate the technology and give as much assistance to you as you wish.
3. They must set up the classroom for a configuration that is appropriate for the class.
4. They must confirm that all equipment is operating properly.
5. They must participate in a technical test period (1/2 to your class) with the hub network TOC as needed for each class.
6. If the facilitator at one of your receive sites is absent, the site will be designated as a “receive only” site. Students will not be able to ask questions or interact with you. If this situation repeats itself (more than once), notify your site coordinator or LSR.
7. Facilitators will distribute material to students in the EDNET class and serve as a proctor (monitoring tests, quizzes, etc.) as you decide.
8. They collect materials from students and make arrangements to get those materials back to you as you decide. Fax, e-mail, and regular mail are all possibilities for your use.
9. They report any problems (technical, discipline, decorum, instructional) to the appropriate technical personnel as you decide.
10. They make sure that the equipment is shut down properly.
11. They work with the students, as directed by the instructor, to maintain appropriate classroom discipline and decorum and to ensure a positive learning environment.
12. Facilitators often perform whatever duty you (as instructor) tactfully and courteously ask them to do. They literally become your eyes, ears, and hands at the remote site. Of all the factors that guarantee success of a distance learning class, the number-one factor, above all else, is the effective presence of a motivated facilitator working closely with the teacher.

